

**WOODLANDS MEED
LEARNING & WELLBEING COMMITTEE MEETING**
VENUE: Woodlands Meed College, Birchwood Grove Road, Burgess Hill RH15 ODP
Monday, 14th November at 4.00pm

COMMITTEE PRESENT: Sandra Boyd (SB), Adam Rowland (AFR), Marion Wilcock (MGW), Rose Griffiths (RG)

**Associate Members present: Gillian Barton (GB), Nola Bennett (NB), Chris Carter (CC), Thomas Brown (TB)
Heather Trott (HT), Martin Woods (MW)**

Clerk: Louisa Rydon (LR)

New governor present: Deborah Scott (DS)

BUILDING UNIQUE FUTURES TOGETHER

As per Ofsted recommendation (2018) all reports submitted are concise and focused allowing detailed analysis from Committee

MINUTES		
1.	Welcome, Introductions and Apologies There were no apologies.	
2.	Appoint Heather Trott and Martin Woods as associate members of the FGB Appointments of HT and MW were formally approved.	
3.	Declaration of Interests None to declare in the meeting.	
4.	Election of Chair and Vice Chair SB was duly elected as chair and RG as vice chair for a year.	
5.	Anything to change on the terms of reference approved at FGB on 4/10/22 No. SB commented on the importance of ensuring the termly agendas matched the terms of reference. LR used the terms of reference as a starting point for agendas and SB to check that everything was covered. HT confirmed the SDP had been finalized with staff and the SEF was still being updated. SB checked there was no duplication between committees.	
6.	Approval of last minutes dated 9th June 2022 The minutes were approved and signed as a true record.	
7.	Matters Arising/Action Grid a) <u>Moderation</u> Governors were invited to observe in house moderations – dates have been included in Tuesday/Friday training. MW as the SEND county moderator was happy to share information with governors on county moderations and invite them to appropriate meetings. b) <u>What progress has been made on target setting accuracy</u> See 9b.	All Tues/Fri training MW
8.	Notice of AOB No.	
9.	Reports for Summer term a) <u>school and college – attendance, behaviour and skills achievements</u> <u>Attendance</u> School attendance (91.8%) was consistent and the work being carried out to target poor attenders had proved successful. The college attendance (88%) was lower with the long term effects of covid and anxiety continuing to be an issue. Lots of work with individuals and with parental	

	<p>engagement was taking place. GB reported on the beneficial use of PP and covid funding to employ a wellbeing officer who was having a positive impact. MGW noted that Clare Prince (WSCC, School improvement) had highlighted attendance at WM was higher than the average of West Sussex and national special schools.</p> <p><u>Behaviour and achievements</u></p> <p>Staff commented on the success of the positive recording scheme. AFR asked that data was now recorded so termly comparisons could take place going forward.</p> <p>RG raised the impact one student had had on behaviour figures and CC was pleased to explain the successful process that had taken place to manage the behaviour.</p> <p>GB reported on the reduction of behaviour incidences recorded during the summer term, though she did qualify that the statistics needed to be carefully checked in view of the issues with Bromcom recording. The committee noted the very low restraints carried out in comparison with a similar local school. They also carefully considered pupils' understanding of the rewards system as they moved up through the school to the college and that they appreciated rewards became harder to earn.</p> <p>b) <u>School and College – Curriculum, teaching and learning</u></p> <p>TB reported on the work to offer the most appropriate and useful qualifications for students. The committee asked if parents' expectations were being reached and staff were confident parents were given clear information. AFR had received no questioning from parents. The breadth of qualifications offered by WM was exceptional to prepare students and give them confidence for their next steps.</p> <p>For school pupils, MW reported on target setting and ongoing work to ensure they were aspirational whilst being accurate and realistic.</p> <p>c) <u>Update on progress against the Gatsby benchmark</u></p> <p>NB reported on the review of the careers' programme. The committee discussed the now well-established and successful programme. They were pleased to see the excellent results of the review and the areas identified for development. They congratulated staff on the ambitious programme in place and the wide variety of destinations pupils went onto. AFR raised the ongoing issues with rising NEET levels as pupils left FE courses and the current very low country wide SEND employment level. NB reported on the problems nationally and the committee felt it was important to recognise the fantastic work being done at WM. The value of work experience was recognised and WM were continuing to build links with local companies and working on offering broader work experience to a larger number of pupils.</p>	
10	<p>Report on Equality in the curriculum</p> <p>There was a broad and balanced curriculum with all pupils being given the opportunity to access a curriculum to suit their needs. It was constantly reviewed to build on pupils' knowledge and skills. There were multiple provisions in place to give pupils' opportunities in school, college and outside.</p>	
11	<p>Update on 20 questions and governor action plan</p> <p>Governors had begun to respond to the 20 questions. SB felt there was very little reference to wellbeing or the curriculum which she had fed back. The committee went through the responses; the majority were green and the committee considered the 4 with an amber rating. It remained an aspiration to get more diversity onto the governing body. HT/MW would continue to approach parents in an effort to fill the parent vacancy.</p>	<p>HT/MW 5/12/22</p>

12	<p>Are there any barriers to a broad and balanced curriculum?(constant agenda item)</p> <p>Staff reported how they were working to ensure pupils were not impacted by the building noise. The pupils were enjoying the regular updates on the building progress.</p> <p>Currently virtual reality films were being made to help year 9s with transition and to keep a record of the build.</p>	
13	<p>Report on current staff absence, wellbeing & training</p> <p>SF's report was in sharepoint. AFR was pleased to report staff attendance had improved following covid. The vast majority of staff training had been completed and the induction programme for new staff was good. (AFR to check the numbers of staff joining/leaving were reported as full time equivalents.)</p> <p>The committee were pleased to hear the recruitment push for TAs had been successful. They recognised the work involved to speed up the recruitment process for SMT but it was well worth it to get TAs in place.</p> <p>MW was pleased to report on the benefit for staff of having more trained minibus drivers in place.</p>	
14	<p>Update on website compliance (moved to Autumn resources)</p> <p>Wrong agenda – to November resources. (JPM had completed the checklist.)</p>	Resources 29/11/22
15	<p>Safeguarding</p> <p>There was nothing to report of concern during the summer term. There were currently two ongoing LADO referrals.</p>	
16	<p>Confirmation due curriculum policies reviewed:</p> <p><u>School</u> Performing Arts Religious education <u>School & College</u> Collective worship <i>The policies had been reviewed and Religious Education was now a joint school/college policy.</i></p>	
17	<p>Anything to add to the Risk Register</p> <p>No</p>	
18	<p>Impact of governors' action/discussion for pupils</p> <p>Attendance improvement with wellbeing office employed using covid and pp funding. Above average attendance in comparison with SEND schools.</p> <p>Success of positive recording scheme. Pupils understanding the process.</p> <p>Breadth of qualifications offered to pupils giving them wide range of options and preparing them for life after college.</p> <p>Strong careers programme. Increasing work experience available for pupils.</p> <p>Evidence of equality in the curriculum.</p> <p>Successful TA recruitment after new measures put in place to attract candidate and speed up process.</p> <p>More minibus drivers available.</p>	
19	<p>Date of Next Meeting</p> <p>Thursday, 2nd March at 4pm, College</p> <p>Monday, 12th June at 4pm, College</p>	

SIGNED.....*Sandra Boyd*..... DATE.....2nd March 2023..

	ACTION GRID November 2022		
7a	Governors invited to observe inhouse moderation training. Check Tuesday/Friday schedules. MW to keep governors informed of county moderations.	Govs MW	Constant
11	Approach possible parent governors.	HT/MW	Ongoing
14	Website compliance to Resources	Agenda	✓